



Office of English Language Acquisition Services

Title III

Keith Snyder

Director of Monitoring & Title III

602-364-2167

Keith.Snyder@azed.gov

Renee Bracamonte

Title III Fiscal Specialist

602-364-3502

Renee.Bracamonte@azed.gov

OVERVIEW

- The purpose of Title III of the *No Child Left Behind Act of 2001* (NCLB) is to ensure that limited English proficient (LEP) students, including immigrant children and youth, develop English proficiency and meet the same academic content and achievement standards required of all children.
- Schools must use these funds to implement language instruction educational programs which carry out activities that use a scientifically based research approach. The district's plan for addressing the needs of LEP students and immigrant children and youth should be developed in consultation with teachers, researchers, administrators, parents, and the community.

Allocations

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Overview

The Office of English Language Acquisition Services (OELAS) is committed to providing guidance, assistance, and support to all of Arizona's school districts and charter schools charged with the educational needs of Arizona's English language learner (ELL) population by... [-more-](#)

What's New:

- 2013 OELAS Conference Registration
- Summer Professional Development
- 2013 ELL Teacher of the Year
 - Nomination Form
 - Kindergarten Data Template
 - Elementary Data Template
 - Middle/HS Data Template
- 2013 ELL Student Success Stories Nomination Form
- OELAS ELL Connections Newsletter

Hot Topics:

- SDELL70 Report Relocated
- SEI Budget – 2013-2014
- Directive Regarding the AZELLA Resolution Agreement

OELAS Website At-A-Glance:

- Announcements / Memorandums
- Arizona English Language Learner Assessment (AZELLA)
- Arizona English Language Learners Task Force
- Arizona State Board of Education Approved SEI Endorsement Training
- Articles of Interest and Useful Links
- English Language Learner (ELL) Forms
- ILLP Implementation Documents
- Monitoring Documents and Information
- Parent Information
- Practitioners of English Language Learning (PELL) Meeting Information
- Structured English Immersion (SEI) Models
- Title III**

FAQ

ELP Standards

ELD Professional Development

ELD Resources

PELL

Arizona's Common Core Standards

K-12 ACADEMIC STANDARDS

ASSESSMENT

Move On When Reading



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All Programs

FIND A SCHOOL

District
Schools

Charter
Schools

Private
Schools

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2013

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Title III

Title III Allocations

- [FY 2014 Title III Allocation Letter to the LEAs](#)
- [FY 2014 Title III Allocations List](#)
- FY 2013 Title III Allocations List
- FY 2012 Title III Allocations List
- FY 2011 Title III Allocations List
- FY 2010 Title III Allocations List
- FY 2009 Title III Allocations List
- Title III Fiscal Information - PowerPoint Presentation
- Title III Consortia Webinar – May 15, 2012 – PowerPoint Presentation

Title III Annual Measurable Achievement Objectives (AMAOs)

- FY 2012 AMAO Memo to LEAs from ADE Research and Evaluation
- FY 2012 AMAOs Met Letter
- FY 2012 AMAOs Not Met Letter
- FY 2012 Title III AMAO Determinations
- FY 2011 Title III AMAO Determinations
- FY 2010 Title III AMAO Determinations
- FY 2009 Title III AMAO Determinations
- FY 2008 Title III AMAO Determinations
- FY 2007 Title III AMAO Determinations
- FY 2006 Title III AMAO Determinations
- FY 2005 Title III AMAO Determinations
- FY 2004 Title III AMAO Determinations
- Arizona's School Accountability System Technical Manual – Volume III: Title III Accountability

Title III Frequently Asked Questions (FAQs)

- Title III FAQs

Title III Immigrant Children and Youth

- USDOE Letter Regarding the Definition of Immigrant Children and Youth
- FY 2013 Emergency Immigrant Grant Letter to the LEAs
- FY 2010-2011-2012 Immigrant Counts by LEA
- FY 2009-2010-2011 Immigrant Counts by LEA
- FY 2008-2009-2010 Immigrant Counts by LEA

FAQ

ELP Standards

ELD Professional Development

ELD Resources

PELL

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Allocations

- Under Section 3114(b) of No Child Left Behind Act of 2001 (NCLB), a State educational agency shall not award a subgrant from an allocation made under subsection (a) if the amount of such subgrant is less than \$10,000.
- As stated in the Non-Regulatory Guidance on the Title III State Formula Grant, March 26, 2002, LEAs that would not otherwise qualify for a subgrant because they do not qualify for an award of at least \$10,000 may submit a joint application with one or more LEAs to qualify.



Consortiums

- An LEA that receives a grant under Title III Section 3111(a) may collaborate or form a consortium with one or more LEAs to carry out a program for limited English proficient (LEP) students.

Forming a Consortium...

- The LEA interested in forming a consortium should contact those LEAs with an allocation of \$10,000 or less to invite members to form a consortium.
- The combined Title III allocations of all participating LEAs must meet or exceed \$10,000.
- One LEA must agree to serve as the lead LEA/fiscal agent in the consortium and all other participating LEAs should work together to discuss their programmatic needs.
- The lead LEA must complete and submit the Title III application on behalf of the consortium.
- All participating LEAs must sign the Memorandum of Understanding or alternative agreement acknowledging participation in the consortium.
- This Memorandum of Understanding or alternative agreement confirming participation should be signed by the Superintendent or designee. This agreement must be submitted to ADE annually and a copy kept on file with the lead LEA.

Consortium Fiscal Agent Responsibility

- The fiscal agent receives all funding for its member LEAs.
- The fiscal agent submits all required fiscal reports required by ADE in the Grants Management System on behalf of the consortium members.
 - ✓ *Applications*
 - ✓ *Amendments*
 - ✓ *Completion Report*
 - ✓ *Payment Requests*

FUNDING



First Rule for applying for Grants...



- Each LEA **MUST** have a Common logon and must be a GSA signer in order to access Grants through the “Grants Management Enterprise” system.
- For a Common Logon user name and password: contact the ADE **Support Center at 602-542-7378.**
- To be added to the GSA signer list: please contact the **Grants Management Unit at 602-542-3695** to obtain the paperwork which must be signed by Authorized Representatives.

Accessing Fiscal ELL Grants

◎ Common Logon

- Grants Management
 - Online Applications
 - Create New Application
 - Choose from ELL grants provided:
 - ✓ Title III LEP Program
 - ✓ NCLB Title III Consortium

The gateway to secure data transactions and information

Common Logon Application Menu



- ◆ Academic Achievement Reports
- ◆ Grants Management
- ◆ LEA Profile
- ◆ NCLB-Monitoring
- ◆ No Child Left Behind Plans and Reports
- ◆ Title I School Status
- ◆ Title II Higher Education Act

[Change Profile](#) [Logout](#)



::ADE Home

Welcome to Grants Common Logon Applications!

[Grants Management Homepage](#)



Our mission is to implement procedures that ensure the proper allocation, distribution, and expenditure of all federal and state funds administered by the department. The following links to our web pages contain information pertaining to educational grants funded from state or federal programs.



- | | |
|---|--|
| On-line Applications | Enter and Submit Grant Applications to the ADE. |
| Amendments | Make an Amendment to an Existing State or Federal Project. |
| Payment Request Reports | Submit Payment Request reports for Federal projects and obtain previous report receipts for your audit trail. |
| Completion Reports | Enter and Submit project Completion Reports on-line. |
| Project Summary | View Project Summary for all current and past projects for a specific LEA or grant. Brand new grant users can explore all of the projects from the other Local Education Agencies. This is public information and does not require a common logon account. |
| County Payment Tracking Report | View Project Summary for all current projects for a specific LEA / grant/ county payment list. |
| Completion Report Tracking Report | View completion report for all current projects for a specific LEA / grant/ county payment list. |

Optimal viewing and functionality of some pages within the Grants Management system may only be achieved with a Windows based computer and Internet Explorer. Apple computers and internet browsers such as Firefox, Safari and Google Chrome will not allow users to save data in the Grants Management system.

Certain Grants Management documents are PDF files which require Adobe Reader. The latest version of Adobe Reader can be obtained from <http://get.adobe.com/reader/>

Online training modules are in Windows Media Player format. The latest version of Windows Media Player can be obtained from <http://www.microsoft.com/windows/windowsmedia/player/>

Arizona Department of Education
Grants Management Bin #3
1535 West Jefferson Street
Phoenix, Arizona 85007
Phone: (602) 542-3695
Fax: (602) 542-3264
grants@azed.gov

GRANTS MANAGEMENT ENTERPRISE

[ADE Home Page](#) | [Grants Home Page](#) | [Glossary](#) | [Contacts](#) | [FAQ's](#)

APPLICATION REVIEW

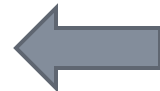
ons
new application click Create New button.
application by clicking the application name.

Application	<input type="text" value="ALL"/>
Entity	<input type="text" value="ALL"/>
Program Area	<input type="text" value="ALL"/>
Status	<input type="text" value="ALL"/>

[Show Applications](#)

[Create New Application](#)

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Federal Grant Information

- End date can go beyond 6/30 – for summer activities
- Payment requests now take the place of Cash management reports
- Amendments due 90 days before grant ends
- Completion reports are due 90 days after grant ends
- Carryover allowed – will increase next years budget and there is no set % to carry over

Payment Request Information

- Application Payment Schedule – place all budget totals under Remaining Scheduled Payment (RSP).
- Initial Payment Request – Once a grant application has been approved by the ADE, a LEA can submit a payment request immediately and it will be processed. Payment requests cannot be submitted or processed prior to an application being approved. Payment requests are typically for reimbursement only. However, advance payments can be made in certain situations.

Payment Request Information

- Subsequent Payment Requests – A LEA must submit a payment request report no less frequently than every 60 days unless approved by grants management staff. Payment request reports submitted showing no expenditures must include justification comments explaining the lack of expenditures in order to fulfill this requirement. A LEA may submit as many payment request reports as needed during a project period.
- A payment request made on Monday (the 1st of a month) may request monies for an obligated payroll amount that will be liquidated the next Wednesday (the 10th of the month). School districts should not submit for reimbursement any obligation that will be liquidated more than 15 calendar days from the date of a payment request. Last day to submit a Payment Request is 15 days prior to the project end date.

Use of Federal Funds – Required

- Required LEP grantee activities Section 3115(c):
 - Provide high-quality language instruction programs based on scientific research for teaching LEP children.
 - Provide high-quality professional development that is designed to improve instruction and assessment of LEP children, scientifically based, and of sufficient intensity and duration.

Use of Federal Funds – Authorized

- Authorized LEP grantee activities Section 3115(d):
 - Upgrading program objectives and effective instructional strategies.
 - Identifying, acquiring, and upgrading curricula and materials.
 - Providing tutorials and intensified instruction.
 - Developing and implementing language instruction programs that are coordinated with other relevant programs and services.
 - Providing community participation programs, family outreach, and family literacy programs.
 - Improving instruction through educational technology, electronic networks for materials, training and communication, and incorporating resources into curricula and programs.

2% Cap on Administrative Costs

- ⦿ Districts have a limit of **2% of the Title III grant award for administration. Section 3115(b)**
- ⦿ **Administration = administrative costs + indirect costs**
 - *Examples of **administrative costs**:*
 - support staff, coordinators, & other personnel that perform administrative functions
- ⦿ **Indirect costs** = organization-wide costs 1) incurred for a common or joint purpose benefiting more than one cost objective, and 2) not readily assignable to the cost objectives specifically benefitted
 - *Example of **indirect costs**:* utility costs

(Source: OMB Circular A-87)



Supplement, not Supplant Requirement

- Title III funds must be used to supplement the level of federal, state, and local funds that, in the absence of Title III funds, would have been expended for programs for limited English proficient students...

Section 3115(g)



Supplement, not Supplant Requirement

The First Test of Supplanting: Required by Law

The Department assumes supplanting exists if... **an LEA uses Title III funds to provide services that the LEA is required to make available under state, local, or other federal laws.**



Supplement, not Supplant Requirement

The Second Test of Supplanting: Prior Year

The Department assumes supplanting exists if... **an LEA uses Title III funds to provide services that the LEA provided in the previous year with state, local, or other federal funds.**

Use of Federal Funds – Criteria

Costs must be...

- **reasonable**

- *A cost is reasonable if, in its nature and amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.*

- **allocable**

- *A cost is allocable to a cost objective if the goods or services involved are chargeable or assignable to the cost objective in accordance with the relative benefits received.*

- **allowable**

- *A cost is allowable if it is necessary and reasonable for proper and efficient performance of the award and allocable to the award.*

(OMB Circular A-87)

Salaries and Benefits

- HQ and SEI or ELL must be included in the description
- Include hourly rate for salaries and number of hours
- Provide titles of staff
 - *(example – HQ ELL Coach, HQ SEI Paraprofessional, etc.)*
- Provide detail of duties for all salaries
- Paraprofessionals – must state they are working under direct supervision of HQ SEI teacher
- Ensure personnel are identified (job title only) in the Title III plan (ALEAT) and a description of how these personnel will be utilized is included
- Benefits – Example: 1 SEI Paraprofessional benefits @ 19.30% for FICA, FICA Medicare, State Retirement, Long Term Disability, Workers Compensation, and Major Medical @ \$6,368.08

Professional Development

- Must list consultants, instructional focus, number of teachers attending training, and number of days

(Example: Purchase Services - Staff Development Consultant - Kevin Clark – Approx. 7 days for ELL teacher ELD methodology training: 7 days x \$4,000 per day = \$28,000, 4 days of ELD methodology training for HQ ELL teachers who will be teaching Title III summer school: 4 days x \$4,000 per day = \$16,000)

- Must give conference names and itemize cost per person attending

(example: 3 HQ SEI teachers to attend OELAS conference @ \$395 each = \$1,185)

PD must be included in the LEA's Title III plan (ALEAT) and match the grant application

Travel Costs

- Must break out the following travel expenses:
 - Hotel costs
 - Mileage
 - Per diem
 - Number of staff attending
 - Number of days

Example: $\$80/\text{night for hotel} \times 3 \text{ nights} = \240 . $\$240 \times 2 \text{ HQ SEI Teachers} = \$480 \text{ total lodging}$. $\text{Per Diem: } \$40/\text{day} \times 3 \text{ days} = \120 per person . $\$120 \times 2 \text{ HQ SEI Teachers} = \$240 \text{ total Per Diem}$, $100 \text{ miles} \times 0.445 \text{ per mile} = \44.50

Capital

- Description must include, “for the SOLE AND EXCLUSIVE use of Title III students and the Title III program.”
- Ensure all capital items are identified in the Title III plan (ALEAT) and a description of how these items will be utilized is included



Is this Allowable?

Salary for HQ ELL paraprofessional
to work with identified ELL students



Is this Allowable?

Paraprofessionals are allowable under Title III as long as they are working directly under the supervision of ELL teachers.



Is this Allowable?

Instructional Coaches



Is this Allowable?

Instructional coaches are allowable if they are working directly with teachers of English language learners.



Is this Allowable?

Pay teachers stipends for after
school tutoring



Is this Allowable?

Interventions outside of the school day may be funded by Title III as long as participants are English language learners only.



Is this Allowable?

Tuition fees for an ELL to attend a high school summer school program



Is this Allowable?

Title III funds cannot be used for credit recovery. If any credits are given during a High School summer school program that will be used toward graduation, Title III funds **cannot** be used.

If the nature of the program is to work on language acquisition skills only, where credits are not being given, Title III funds **may** be used.



Is this Allowable?

Professional Development for ALL
staff on ELL instructional strategies



Is this Allowable?

Professional development is a required activity under Title III. Funds must support teachers of English language learners only.



Is this Allowable?

Instructional software



Is this Allowable?

Software is an allowable expense if it is above and beyond what is provided to all students in the LEA. It must supplement what is already in place for all students. Only ELLs can use the software.



Is this Allowable?

Translation Services



Is this Allowable?

Translators may be paid using Title III funds for translations directly related to the Title III program such as ELL literacy nights or to translate an information fact sheet about an ELL summer school program that will be sent home to parents of ELLS.

Please note: Parent Teacher conferences are an activity for all children so this expense is not allowable.

PRIVATE SCHOOL PARTICIPATION IN TITLE III PROGRAMS

- After timely and meaningful consultation with appropriate private school officials, local educational agencies (LEAs) receiving Title III funds must provide educational services to limited English proficient (LEP) children and educational personnel in private schools that are located in the geographic area served by the LEA
- To ensure timely and meaningful consultation, the LEA must consult with appropriate private school officials during the design and development of the Title III program

PRIVATE SCHOOL PARTICIPATION IN TITLE III PROGRAMS



- Title III services provided to children and educational personnel in private schools must be equitable, timely and address their educational needs
- Funds provided for educational services for private school children and educational personnel must be equal, taking into account the number and educational needs of those children, to the funds provided for participating public school children
- Title III services provided to private school children and educational personnel must be secular, neutral, and non-ideological
- LEAs may serve private school LEP children and educational personnel either directly or through contracts with public and private agencies, organizations, and institutions
- The LEA must retain the control of funds used to provide services and the title to materials and equipment purchased with those funds
- Services for private school children and educational personnel must be provided by employees of the LEA or through a contract made by the LEA with a third party
- Providers of services to private school children and educational personnel must be independent of the private school and of any religious organization, and the providers' employment or contract must be under the control and supervision of the LEA
- Funds used to provide services to private school children and educational personnel must not be commingled with non-Federal funds

Fiscal Monitoring

- OELAS will conduct a fiscal desk monitoring and possible onsite visits of each year.
- The fiscal monitoring will consist of:
 - Reviewing prior year expenditure reports outlining the use of Title III funds
 - A random sampling of expenditures that may require more supporting documentation from the LEA
 - A random sampling of physical inventory (capital outlay purchases)
 - Reviewing time and effort logs
 - Comparing completion reports to be vetted against expenditures and supporting documentation submitted



Questions?